APPENDIX H – BALLOT DROP BOX LOCATIONS AND HOURS

The county elections official shall consider, at a minimum, all of the following when seeking ballot drop-box locations:

- Vote center and ballot drop-box location proximity to public transportation.
- Vote center and ballot drop-box location proximity to communities with historically low vote by mail usage.
- Vote center and ballot drop-box location proximity to population centers.
- Vote center ballot drop-box location proximity to language minority communities.
- Vote center and ballot drop-box location proximity to voters with disabilities.
- Vote center and ballot drop-box location proximity to communities with low rates of household vehicle ownership.
- Vote center and ballot drop-box location proximity to low-income communities.
- Vote center and ballot drop-box location proximity to communities of eligible voters who are not registered to vote and may need access to same day voter registration.
- Vote center and ballot drop-box location proximity to geographically isolated populations, including Native American reservations.
- Access to accessible and free parking at vote centers and ballot drop-box locations.
- The distance and time a voter must travel by car or public transportation to a vote center and ballot drop-box location.
- The need for alternate methods for voters with disabilities for whom vote by mail ballots are not accessible to cast a ballot.
- Traffic patterns near vote centers and ballot drop-box locations.
- The need for mobile vote centers in addition to the number of vote centers established.
- Vote center location on a public or private university or college campus.

All locations are surveyed for usability prior to being selected as a Drop Box for an election. Surveying is an important first step in identifying locations that will best serve voters.

Drop Box Selection Criteria.

Ideal Ballot Drop Box Location:

1. Provide a minimum of 5 x 5 feet for ballot box placement, ensuring there is enough clear space surrounding the box that meets ADA guidelines
2. Facility is already well known to the local community
3. Facility is located in a priority area, as determined by the 14 criteria outlined in EC 4005
4. On public property with 24-7 access

Ballot Drop Box Location Selection:

1. Evaluate inventory of available locations
2. Map out available locations. Map includes:
    a. 11 criteria layers, including public transportation stops

APPENDIX H – BALLOT DROP BOX LOCATIONS AND HOURS

3. Review all availability and hours of the locations, ensuring the sites are "equitably distributed" and open for 28 days prior to and on Election Day
4. Review paperwork for each potential site
   a. Location Agreement
   b. Installation Agreement (location may install, or County staff may install, depending on agreement)

APPENDIX H – BALLOT DROP BOX LOCATIONS AND HOURS

Ballot Drop Box Locations and Hours

Drop Box selection requires agreement between the County and the hosting facility. Sonoma County uses permanent drop-boxes that are 24-hour secure drop-boxes that are bolted to the ground. The list of drop boxes for countywide elections should remain static, unless an increase in voter registration totals requires an additional drop-box location be established. The list of available drop-boxes for an election could vary, based on the election area. There will be a list of available drop-boxes provided on the ROV website for each election. The available list of drop-boxes will also be included in the County Voter Information Guide.

The below list is applicable to countywide elections.

LOCATION NAME	ADDRESS	DAYS / HOURS
Bluebird Center*	25 Bluebird Drive, Windsor, CA 95492	24 hours. starting 28 days before election. Election Day Close at 8 p.m.
Bodega Bay Fire Station	510 Highway 1, Bodega Bay, CA 94923	24 hours. starting 28 days before election. Election Day Close at 8 p.m.
Cloverdale Veterans Memorial Building	205 West 1st St, Cloverdale, CA 95425	24 hours. starting 28 days before election. Election Day Close at 8 p.m.
Cotati Veterans Memorial Building	8505 Park Ave, Cotati	24 hours. starting 28 days before election. Election Day Close at 8 p.m.
Duncans Mills Fire Station	24900 Highway 116, Duncans Mills, CA 95450	24 hours. starting 28 days before election. Election Day Close at 8 p.m.
El Molino High School	7050 Covey Rd, Forestille	24 hours. starting 28 days before election. Election Day Close at 8 p.m.
Geyserville Fire Station	20975 Geyserville Avenue, Geyserville, CA 95441	24 hours. starting 28 days before election. Election Day Close at 8 p.m.
Guerneville Regional Library	14107 Armstrong Woods Road, Guerneville, CA 95446	24 hours. starting 28 days before election. Election Day Close at 8 p.m.
Healdsburg City Hall	401 Grove Street, Healdsburg, CA 95448	24 hours. starting 28 days before election. Election Day Close at 8 p.m.
Jack London Village	14301 Arnold Dr, Glen Ellen	24 hours. starting 28 days before election. Election Day Close at 8 p.m.
Kenwood Fire Station	9045 Sonoma Highway, Kenwood, CA 95452	24 hours. starting 28 days before election. Election Day Close at 8 p.m.

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Petaluma Community Center	320 N McDowell Boulevard, Petaluma (Central) CA 94954	24 hours. starting 28 days before election. Election Day Close at 8 p.m.
Petaluma Veterans Memorial Building	1094 Petaluma Boulevard South, Petaluma (South) CA 94952	24 hours. starting 28 days before election. Election Day Close at 8 p.m.
Rincon Valley Regional Library	6959 Montecito Blvd, Santa Rosa	24 hours. starting 28 days before election. Election Day Close at 8 p.m.
Rohnert Park – Cotati Regional Library	6250 Lynne Conde Way, Rohnert Park, CA 94928	24 hours. starting 28 days before election. Election Day Close at 8 p.m.
Roseland Community Center*	779 Sebastopol Road, Santa Rosa (Central) CA 95407	24 hours. starting 28 days before election. Election Day Close at 8 p.m.
Santa Rosa Veterans Memorial Building	1351 Maple Ave, Santa Rosa	24 hours. starting 28 days before election. Election Day Close at 8 p.m.
Sebastopol Center for the Arts	282 S High Street, Sebastopol, CA 95472	24 hours, starting 28 days before election. Election Day Close at 8 p.m.
Sonoma County Registrar of Voters	435 Fiscal Drive, Santa Rosa (North), CA 95403	24 hours. starting 28 days before election. Election Day Close at 8 p.m.
Sonoma State University	1801 E Cotati Ave, Rohnert Park	24 hours. starting 28 days before election. Election Day Close at 8 p.m.
Sonoma Valley Regional Library	755 West Napa Street, Sonoma, CA 95476	24 hours, starting 28 days before election. Election Day Close at 8 p.m.

*Notates a drop box that may need to be relocated if the facility is no longer available.